

Notification of Employment Contract Breach

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of a breach of your employment contract dated [Insert Contract Date]. The specific terms of the contract that have been breached are as follows:

- [Specify Breach 1]
- [Specify Breach 2]
- [Specify Breach 3]

It is important that you understand the implications of this breach and the potential consequences, which may include [insert potential consequences]. We urge you to address this matter promptly.

We would like to schedule a meeting to discuss this issue further. Please contact us by [Insert Response Date] to confirm your availability.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]